



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: [EMPLOYMENT@olhsa.org](mailto:EMPLOYMENT@olhsa.org)

(248) 209-2615 FAX

Website: [www.olhsa.org](http://www.olhsa.org)

---

### MANAGER - WEATHERIZATION

**Division:** Community and Energy Services Department

**Department:** Weatherization and Community Services

**Supervisor:** Assistant Director- WAP

**FLSA Status:** Exempt - Executive

#### Job Mission:

Manages and coordinates the daily functions and production activities of the Weatherization Assistance Program to assure that all aspects of the program meets the production and compliance standards set forth by current and new funding sources. Enforce all aspects of new initiatives, program development, production, compliance, implementation, technical oversight and contractor engagement. Further, Manager- Weatherization is responsible for using their independent judgment and discretion with regards to monitoring of the problems, dispute resolution, and team supervision.

#### Performance Standards:

1. Manages and coordinates Weatherization programs including assessing program needs, budget monitoring and program marketing, production and compliance.
2. Implements innovative energy conservation repair techniques and new technologies. Trains and provides continuous mentorship to program staff in new technical processes and procedures.
3. Manages contractor bid process for subcontractors related to the program, including estimating material and labor costs. Inspects and approves all work in accordance with the contract and uses discretion regarding compliance and final approval.
4. Prepares bids for procurement of program related material and submits recommendations to supervisor. Reviews financial requests, reconciles expenses to estimates and finalizes all invoices per job.
5. Represent and present program objectives to individuals, groups, businesses, agencies and encourage their cooperation and participation.
6. Interview, select, and train employees to perform services in the program. Participate in the hiring and disciplinary decisions of employees in concert with Assistant Director.
7. Engage in investigations regarding complaints from customers of the program, create solutions, and otherwise resolve conflict within program regulations. Create processes for delivering services to the community.
8. Management includes directing the work of four or more employees, monitoring contractor work, engagement with contractors to ensure timely job completion, implementation of corrective measures, and resolution oversight of client related issues
9. Other duties as are assigned from time to time based upon the needs of Program.

#### Qualifications:

1. B.A. or B.S. degree preferred. Four (4) years construction trade experience required
2. Minimum three (3) years' experience in administration, supervision, knowledge of computer applications in a Window environment preferably Microsoft Office 365 and related software desirable
3. Licenses and Certifications Required: Valid Michigan Driver's License; State of Michigan Inspector Certificate, BPI Building Analysis and Building Envelope Certificate.
4. Must be able to meet the physical demand of the job.

#### Hours & Wage & Location

\$1095.20 per week (minimum); 40 hours per week, 52 weeks per year; Pontiac

**OLHSA IS A DRUG FREE WORKPLACE AND EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Manager - Weatherization

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	attending meetings and desk work
Stand	1	presenting at meetings, standing at inspections
Walk	1	walking in office and at inspections
Bend/Stoop	1	connecting and reading diagnostic equipment, inspecting homes

Movements	Yes/No	Comments
Crawl	Yes	inspecting crawlspaces and attics
Reach above	Yes	measuring, inspecting gutters and roofs
Crouch	Yes	connecting and reading diagnostic equipment, measuring, inspecting low areas
Balancing	Yes	using ladder during inspection, inside and outside of homes
Squat	Yes	inspecting homes
Climb	Yes	using ladder during inspection
Shoulder level	Yes	inspecting homes
Kneel	Yes	inspecting crawlspaces and attics, using diagnostic equipment
Pushing	Yes	loading and unloading supplies and equipment

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	diagnostic equipment, ladders, supplies

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	diagnostic equipment, ladders, supplies

**Date:** Feb 27, 2024